

POSITION DESCRIPTION

GENERAL SECRETARY

Reporting to:	President
Honoraria:	\$24,880 (+ Superannuation)
Time Commitment:	20 hours per week
Location:	Australia-wide
Term:	1 November 2026 – 1 December 2027 It is compulsory that all representatives attend the Student Leader Orientation on October 27, 2026, the Student Leaders Conference on October 28, 2026, and the Student Leader Onboarding Workshop on February 3 and 4, 2027.

1.0 Position Summary

The Tasmanian University Student Association (TUSA), founded in 1899, is one of the oldest Student Unions in Australia, and is recognised as the peak student body representing all students attending the University of Tasmania.

The central aim of the TUSA is to mobilise and enable UTAS students to have their voices heard, and to nurture a sense of community for students. The TUSA aspires to facilitate this through student representation, the support of TUSA Clubs and Societies, and independent services that meet specific student needs, including the Student Advocacy Team, Student Legal Service, and TUSA Food Security Program.

The TUSA General Secretary's main role is to manage the operations of the TUSA Student Council and affiliated sub-committees, including oversight of Student Council strategy, governance, budget, and financials. To do this, the General Secretary must assist in delivery of meetings, ensure the Council's compliance with the TUSA Constitution and oversee the performance of the Council members. As a key member of the organisation's leadership and the TUSA Board of Management, they also inform, revise and deliver on the direction of the organisation, be that through involvement in strategic initiatives or operational planning.

The General Secretary is responsible for acting as a liaison between the Editor in Chief of Togatus and the Student Council. The General Secretary is a significant change leader in this work and will champion and lead opportunities for continuous improvement and positive change. The General Secretary must be highly motivated and have a sound understanding of higher education issues. While internally facing, the position provides an opportunity to develop a skillset in operational management and governance, creating a pathway to a career in executive management.

2.0 Key Performance Areas

2.1 Specific Accountabilities of General Secretary

- To be responsible for the operations of the TUSA Student Council and affiliated sub-committees, including:
 - Monitor performance of Student Council members and assisting the President to fill vacancies if they arise.
 - Prepare and participate in the TUSA People Insight process, both in terms of preparing for and participating in discussions with the President as well as managing this process with all Student Council members.
 - Ensure the Student Council adopts principles and policies of good governance.
 - Work with the President to develop and execute the TUSA Student Council Strategic Direction.
 - Monitor the Student Council budget and financials through direct report and liaison with the President.
 - Attend and reside as Deputy Chair of the TUSA Student Council and all TUSA Student Council affiliated sub-committees.

- Meet regularly with senior UTAS staff and advise the University on student issues in collaboration with the President.
- Participate in professional development opportunities for the benefit of the role.
- Show deference to the findings of the Equity Committee on equity related matters.
- Act as liaison between the Editor of Togatus and Student Council.
- Be informed of general matters affecting higher education within Tasmania and nationally, including available data pertaining to the student body.
- Sit as a voting member on the TUSA Board of Management, as per Section 14 (a) (v) of the TUSA Constitution, and/or a Sub-Committee of the Board.

2.2 Key Responsibilities of All Student Council Members

- Throughout these duties, it is a requirement that Council members act in good faith, adhere to the TUSA Constitution, and comply with all TUSA and required UTAS governance instruments and codes of conduct.
- Regularly update the student body on Student Council initiatives and concerns.
- Other activities may include, but are not limited to:
 - Attend and submit reports to at least 75% of all Student Council meetings.
 - Attend at least 75% of agreed UTAS Committee meetings.
 - Attend at least 75% of BoM meetings, as applicable, and communicate outcomes to TUSA and the student body.
 - Attend TUSA signature events, including Semester 1 and Semester 2 Orientations and Clubs & Societies Days.
 - Lead delegations at conferences.
 - Recruitment & selection.
 - Presentations, public speaking and giving interviews.
 - Event and project planning and delivery.
 - Inter- and intra-state travel.
 - Plan and oversee student insight and consultation activities, e.g., surveys and focus groups.
 - Draft policy and position papers.

- Write grant applications.
- Network and build professional relationships.
- Volunteer in TUSA Hubs, as applicable based on location.

3.0 KPIs

- Deputy Chair at least 10 Student Council meetings per year.
- Deputy Chair at least 8 Equity Committee meetings per year.
- Attend and submit reports to at least 75% of all Student Council meetings.
- Attend at least 75% of agreed UTAS Committee meetings.
- Attend at least 75% of BoM meetings, as applicable, and communicate outcomes to TUSA and the student body.
- Support the President in reporting to TUSA Board of Management.
- Completion of handover report for successor.
- People Insight Plans in place for each member of the Student Council.
- Attend strategic and operational workshops/forums/meetings as indicated by the TUSA Calendar, Meetings Framework or the General Manager.
- Attend a monthly meeting with the President and Executive Support Administrator.
- Attend Semester 1 and Semester 2 Orientations and Clubs & Societies Days.

If the incumbent fails to fulfill their responsibilities; the council may, following consultation with the TUSA Board, and after sufficient warning and opportunity for improvement has been given, call for the incumbent honorarium to be reduced, or for the incumbent to be removed from the position.

4.0 What the Job Requires (Success Profile)

4.1 Personal Attributes

- Embody and work with the intent of reflecting the core TUSA Values – Student-Led, Connected, Bold, Effective and Kind.
- Demonstrated experience in student leadership, communication, collaboration, initiative, and community building.

4.2 Skills & Experience (Essential)

- The incumbent shall be a currently enrolled student at the University of Tasmania and remain a currently enrolled student for the duration of their term. A currently enrolled student is defined under Clause 18.1 of the UTAS Student Participation and Attainment Ordinance, and outlined in the TUSA Election Policy.
- The incumbent shall be enrolled in coursework units totaling a minimum of 12.5 credit points, or in a Higher Degree by Research program, as applicable.
- The incumbent shall furthermore meet the candidature requirements outlined by the TUSA Election Policy.
- The incumbent shall obtain a Registration to Work with Vulnerable People (RWVP). Where the incumbent does not have an existing valid RWVP, an application following election must be submitted and issued prior to commencement of the role on 1 November 2026. TUSA will cover the costs for new applications.

4.3 Skills & Experience (Desirable)

- Experience working with TUSA i.e. in Student Council or SRC roles or as part of a TUSA affiliated Club or other community groups or UTAS student leadership role.
- Experience supervising, supporting and resourcing team members and volunteers.

5.0 Time Commitment

The expected time commitment for this role is 20 hours per week over a 51.5-week period across 13 months and may require after-hours work to attend functions, attend meetings, and to complete work. It is recommended that the General Secretary consider a reduction in their study load for the duration of their term in order to meet the requirements of the role.

6.0 Relationships

A key aspect to the role is to actively collaborate and work with all areas of the TUSA & UTAS teams, and external stakeholders.

Key Relationships Internal:

- Student Council members
- TUSA Executive Team
- TUSA Board of Management
- TUSA Staff

Key Relationships External:

- University of Tasmania students
- University of Tasmania Committee members & key staff members
- National Union of Students State President
- Relevant Clubs & Societies and UTAS & External Community Groups
- General Public